



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	121A	Manual Of Requirements For Adoption Agencies	11/3/2008
Subchapter:	4	Personnel	
Section	7	Background check procedures for New Jersey agencies (N.J.A.C. 10:121A-4.7)	

§10:121A-4.7 Background check procedures for New Jersey agencies

(a) Prior to the opening of a new agency located in New Jersey, the agency shall ensure that a request for a Criminal History Record Information (CHRI) background check, as specified in N.J.A.C. 10:121A-4.5, and a Child Abuse Record Information (CARI) background check, as specified in N.J.A.C. 10:121A-4.6, is submitted for each person identified in N.J.A.C. 10:121A-4.5(a) and 4.6(a).

(b) Prior to the first renewal of a certificate on or after June 13, 2009 for an existing agency located in New Jersey, the agency shall ensure that a request for a CHRI background check, as specified in N.J.A.C. 10:121A-4.5, is submitted for the director and each staff member.

(c) Prior to each renewal of a certificate on or after June 13, 2009, for an existing agency located in New Jersey, the agency shall ensure that a request for a CARI background check, as specified in N.J.A.C. 10:121A-4.6, is submitted for the director and each staff member.

(d) Within two weeks after a new staff member begins employment at an agency located in New Jersey, the agency shall ensure that a request for a CHRI background check, as specified in N.J.A.C. 10:121A-4.5, and a CARI background check, as specified in N.J.A.C. 10:121A-4.6, is submitted for the individual.

(e) An individual shall not be left alone as the only adult accompanying or caring for a child until documentation from the Department showing compliance with a CHRI check and CARI check for the individual has been received by the agency.

